



Job Title:	Data Entry Clerk/Admin Support	Job Category:	Wahkohtowin Society
Department/Group:	Saddle Lake Wahkohtowin Child Care Society	Job Code/Req#:	#0012-SLWS
Location:	Saddle Lake, AB	Travel Required:	Travel Required
Level/Salary Range:	Salary Grid	Position Type:	Permanent Salary
Reports To:	Case Work Supervisor	Date Posted:	N/A

Job Description

The Data Entry Clerk will aid and support, the Case Workers, and upper Management with correspondence, appointments, including external and internal schedules and daily administrative duties of Saddle Lake Wahkohtowin Society. The Data Entry Clerk will complete administrative functions and other duties maybe assigned, as special projects as requested.

This individual will be self motivated to work in collaboration with the Case Workers to support the effective and efficient case management practices that produces the best outcomes for children and families.

CORE COMPETENCIES

- Kisteyihtowin (Respect) – to ensure all are treated well with respect and dignity.
- Miyo wicohtowin (Getting along with others) – develop and maintain professional relationships with others.
- Ta powakeyitamowin (Humility) – adheres to the code of conduct and ethics of Saddle Lake Cree Nation.
- Wiyatikweyimowin (Create happiness) – assist individuals to recognize positives, values and beliefs.
- Kisewatitatown (Kindness) – provides support to all members of Saddle Lake Cree Nation
- Natapowakeyitamowin (Faith) – inherent right to culture and language
- Wahkohtowin (Kinship) – Honoring the relations and bonds with parents, siblings and extended relatives living on Turtle Island.
- Kanateyimowin (Cleanliness) – ensure non-judgmental service delivery.
- Nanaskomowin (Thankfulness) – appreciate and create positive partnerships with children and families.
- Wichitowin – (sharing) – share knowledge through open communication.
- Sohkeyitamowin (Strength) – ability to manage the sensitive nature of one’s work.
- Miyo opikinawasiwin (Good child rearing) - guidance and protection of the sacred gift of children and take ownership of individual roles.
- Liyatateyihomowin (Hope) – ability to use our cultural teachings to heal families.
- Kanaweyimikosiwin (Ultimate Protection) – Honoring and keeping the circle sacred of Saddle Lake Cree Nation
- Maminaweyatatowin – maintain all processes are completed in a timely manner.

ROLES AND RESPONSIBILITES

- General administrative duties to include filing, scanning, copying and mailing for the Society.
- Act as a resource to families, as they engage the community for formal and informal supports.
- Working closely with Executive staff; assist, coordinate meeting and events;
- Recording the minutes of program meetings as requested by the Executive Director and/or Management; distributing and filing.
- Answering inquiries and telephone calls on behalf of program staff and processing as required. Perform job delivery and/or performance with positive service delivery to clients, the public and coworkers as a integral requirement.
- Participate in the quality improvement process.
- Coordinating travel/accommodation of staff and upper management.
- Attend regular training and development opportunities to maintain an up-to-date knowledge of Child Welfare.
- Attend scheduled monthly meetings.
- May monitor supplies and resources and orders and tracks as needed.



- Will provide the opportunity to learn about Wahkohtowin, develop workplace skills and career related experience by assisting the Case Workers;
- Under the direction of the Casework Supervisor you will become involved in a broad range of experience with Children's Services cases;
- Could include but not limited to; intake screening, assisting in investigation assessments, case plan development, family support, report writing and court presentations;
- Ensuring accuracy, confidentiality and safekeeping of records;
- Ability to recognize conflict of interest and maintain a clear understanding of boundaries;
- Other duties as required.

REQUIREMENTS

- Intervention Record Check
- Criminal Record Check
- Resume & Cover Letter
- Have non-judgmental attitude and supporting the confidentiality of the Society, is imperative.
- Signatory on required documents from Human Resources; such as, but not limited to, Oath of Confidentiality and Code of Conduct.
- Drug & Alcohol Free

PREFERRED SKILLS

- Proficient computer literacy in Microsoft office
- Good planning and organizational Skills
- Excellent interpersonal skills and communication (written and verbal)
- Cultural Protocols
- Be able to have the ability to work independently and also work as a team member.
- Honest, ethical, and dependable.
- Exhibits professionalism at all times.
- Strong sense of responsibility and accountability.
- Be able to have the ability to work independently and also work as a team member
- Independent decision making and problem-solving skills.
- Knowledge and proficiency of administrative, clerical, office procedures and systems.
- Maintain knowledge of current legislation, standards and practices, including Indigenous cultural protocol and practice.
- Crisis Management Skills;
- Suicide intervention;
- Problem solving;
- Computer literacy and skills;
- Ability to learn terminology and follow policies and procedures.

EDUCATION AND BACKGROUND

- High School Diploma or General Education Degree (GED) required.
- Minimum of one (1) year of Child Welfare and family support related experience.

ADDITIONAL NOTES

- There is a six-month probationary period for this position.
- The Data Entry Clerk/Admin Support will report directly to the assigned Case Work Supervisor.

A personal Resume and cover letter including submission of Job Requirements, will be accepted until February 18, 2026 at the close of the business day. Electronic mail, email submissions will be accepted until 11:59 p.m. of February 18, 2026.

Email: nora.cardinal@wahkohtowin.ca

Note: Only those applicants selected will be contacted
Wahkohtowin Society (780) 726-7616

Deadline Date: February 18, 2026

(In office delivery before 3:00 p.m. or email received before 11:59 p.m.)